



STATE OF TENNESSEE  
**TENNESSEE STATE BOARD OF COSMETOLOGY**  
500 JAMES ROBERTSON PARKWAY  
NASHVILLE, TN 37243-1147

## **IMPORTANT INFORMATION**

### **TO: ALL MANICURE SHOP APPLICANTS**

The attached application **MUST** be completed in its entirety, notarized and returned to this office with a fee of one hundred dollars (\$100.00). Application must be made at least three weeks before the date you wish to open your shop for business.

**INSPECTION:** The initial inspection will be made within ten (10) days of the receipt of application by the board office. **IMPORTANT NOTE:** ALL NEW SHOPS OR CHANGE OF LOCATION MUST BE INSPECTED AND APPROVED BY AN INSPECTOR OF THE BOARD BEFORE OPENING FOR BUSINESS. A MANICURE shop must be equipped with at least the following before it can be inspected:

- a) One (1) manicure table with stool or chair, per manicurist
- b) One (1) patron chair
- c) One (1) wet sterilizer for equipment used
- d) One (1) ultra violet sanitizer for equipment used
- e) Enclosed storage area for clean towels
- f) One (1) covered container for soiled towels
- g) One (1) covered trash container maintained in a sanitary condition
- h) One (1) sink which provides hot and cold running water in the work area, excluding the bathroom
- i) One (1) fingerbowl per table
- j) One (1) covered container per table for cotton balls and swabs
- k) One (1) foot bath if pedicures are offered
- l) One (1) blood spill kit
- m) Adequate restroom facilities
- n) Sign prominently posted stating that the customer has the right not to have drills used on his or her nails
- o) All containers for cosmetic products must be properly labeled
- p) Laundry facilities may not be visible to the public.

Residential shops must maintain a separate entrance without requiring passage through any portion of a private residence. Separate restroom facilities must be provided apart from the living quarters. All shops, including ones located in a private residence, shall display a sign of sufficient size as to be clearly visible from the street, indicating that it is a shop.

**MANAGEMENT:** Manicure shops must have a licensed manicurist who will serve as manager of the shop. A manager must be at least eighteen (18) years of age.

### **FOR ALL SHOPS OFFERING MANICURING SERVICES:**

**EFFECTIVE JULY 1, 1997: ONLY DRILLS-MARKED BY THE MANUFACTURER,  
FOR HUMAN NAILS-CAN BE USED IN ANY SHOP.**

**NEW LAW EFFECTIVE 4-1-2000: NO METHYL METHACRYLATE (MMA) MAY NOT BE USED IN A SHOP.**

**CONTACT YOUR LOCAL COUNTY COURT CLERK CONCERNING THE REQUIRED BUSINESS LICNESE.**

See back for more information

## POLICY ON THE A.I.D.S. VIRUS

In response to many inquiries regarding the policy for dealing with students, cosmetologists, or patrons infected with the AIDS virus, the Board feels it necessary to set forth guidelines regarding this sensitive subject.

Since AIDS virus is not transmitted through casual contact, the same precautions apply to those infected as those who are not infected. Transmission of the virus occurs through sexual contact with someone infected with the AIDS virus, by sharing contaminated needles and syringes, and from HIV-infected mothers to their infants at or before birth. Testing of donated blood for HIV antibodies has greatly reduced the risk of infection from a blood transfusion.

When nicks and cuts occur, the wound should be washed with an antiseptic, stop the flow of blood, cover the area with a bandage to prevent infection and further protect it with a finger cot with gloves until the wound has healed. All implements involved must be sterilized prior to re-use.

Since many different disease-causing agents besides HIV live in blood, it makes sense to clean blood spills immediately. Use a common cleanser or fresh mixture of 1 part bleach and 10 parts water. HIV dies very quickly outside the body and is easily killed, even with hot water and soap.

In cases of chapped, abraded, weeping or dermatic skin, gloves should be worn to protect the condition and prevent release of body fluids. Gloves must be discarded after each service is completed and not re-used.

If an AIDS infected person exhibits obvious open sores, Rule 0440-2-.12 of the Cosmetology Rules and Regulations regarding communicable diseases applies and the infected person must be excused until a doctor's release is obtained. This rule also applies to those infected with any contagious disease such as measles, mumps, etc., and infectious conditions such as head lice or contagious skin diseases.

THE FOLLOWING INFORMATION IS PROVIDED ON BEHALF OF THE U.S. DEPARTMENT OF JUSTICE, CIVIL RIGHTS DIVISION, OFFICE ON THE AMERICANS WITH DISABILITIES ACT (Title II, U.S. Code).

### New Construction and Alterations

- \* Public entities must ensure that newly constructed buildings and facilities are free of architectural and communication barriers that restrict access or use by individuals with disabilities.
- \* When a public entity undertakes alterations to an existing building, it must also ensure that the altered portions are accessible.
- \* The ADA does not require retrofitting of existing buildings to eliminate barriers, but does establish a high standard of accessibility for new buildings.

Public entities may choose between two technical standards for accessible design: The Uniform Federal Accessibility Standard (UFAS), established under the Architectural Barriers Act, or the Americans with Disabilities Act Accessibility Guidelines, adopted by the Department of Justice for places of public accommodation and commercial facilities covered by Title III of the ADA.

The elevator exemption for small buildings under ADA Accessibility Guidelines would not apply to public entities covered by Title II.

For information concerning the requirements of The American With Disabilities Act, contact your local building codes office.